

FACILITIES WORK ORDER REQUEST

INSTRUCTIONS: Complete sections 1 & 2 before routing to Facilities Manager.

SECTION 1 - COMPLETED BY REQUESTOR			
Today's Date 09 SPR 19	Your Name SHOFFNER, DAVID	Your Extension 919-541-0894	Your Branch/Contract FMB
Room Number or Location of Work Exterior at Boat Shop		Your Project Number	
Description of Work To Be Done (Be brief, use page back if needed) Install new grating (delivered to main building) in the trench just outside the boat shop all the way to sewer manhole. Runs under fence. Please collect cones and store when grating has been installed. Contact Dave Shoffner at 919-541-0894 (office) or <small>Ex. 6 Personal Privacy (PP)</small> cell) with any questions or issues.			
SECTION 2 - COMPLETED BY BRANCH CHIEF			
Branch Chief Approval FMB MORSCHING, JAY		Materials Funded By POS	
Requested Completion Date As soon as practical		Before starting clear with FMB MORSCHING, JAY	
This request <input type="checkbox"/> does take precedence over previous requests of above branch. <input type="checkbox"/> does not		Notes	
SECTION 3 - COMPLETED BY FACILITIES MANAGER			
Work Order Number		Date	
Approved (Facility Manager) FMB MORSCHING, JAY		Approved (Health & Safety or Environmental Compliance, if required) N/A	
Work Assigned To O&M	Date	Completion Date	Total Cost
Project Labor Hours		Costs	Material Costs (Attach Materials List)
Notes			